

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
December 6, 2021, 6:00 P.M.
New Durham Town Hall, New Durham, NH 03855**

Public can join Virtual Access via Zoom Meeting

*<https://us02web.zoom.us/j/83295234013?pwd=bHZRa251eDRBOC9TcnB3MDhFU2cvQT09>; Meeting ID: 832 9523 4013
Passcode: 183666; One tap mobile +16465588656,,83295234013#,,, *183666# US (New York)*

Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider

PRESENT

David Swenson, Select Board Chair – via Zoom
Dorothy Veisel, Select Board Vice Chair
Ron Uyeno, Select Board Member

ALSO PRESENT

Nicole Zoltko, Town Administrator
David Bickford, Resident – via Zoom
Shawn Bernier, Police Chief
Cathy Orlowicz, Zachariah Boodey Farmstead
Bruce Perlo, President of BMSI

CALL TO ORDER

Chair Swenson called the meeting to order at 6:00 p.m.

APPOINTMENTS/ANNOUNCEMENTS

Chair Swenson stated the next two regular Meetings of the Board are December 20, 2021 and January 3, 2022 at Town Hall. He stated a special meeting may be called later in the week for setting the tax rate.

Cathy Orlowicz, Zachariah Boodey Farmstead, extended an invitation to the Town Administrator, Board of Selectmen and the anyone else who is interested, there will be a sign dedication for the new sign on the property on December 11, 2021 at 10:00 a.m. She stated cookbooks are also still available for purchase.

Selectman Veisel stated there was a brainstorming meeting with the Parks and Recreation Commission last week for planning activities for the Town's 260th anniversary celebration. She stated the plan is to offer an activity each month leading up to the full day celebration which will coincide with New Durham Day. The next meeting will be after Christmas and open to anyone who is interested in participating.

PUBLIC INPUT

David Bickford, resident, via Zoom asked speakers to identify themselves when speaking.

Bruce Perlo, President of BMSI, stated they would like to discuss the Town's software solutions RFP and bidding. He stated they are happy to have New Durham back using BMSI software but it seems there are problems with data on the tax system which were done under the previous Tax Collection software; he explained they would also like to get more information on the RFP for software. He stated they have been the service provider for New Durham for many years and want to continue. Chair Swenson stated no official action by the Board was taken to extend the deadline noting their submission was received after the deadline. Mr. Perlo stated he would like to clarify there was no increase in costs. Chair Swenson asked for explanation on what the increase in costs are. Mr. Perlo stated it was about 5% but does not reflect any costs of upgrades. Chair Swenson stated the Board hasn't had a chance to review and discuss the RFP at this time and thanked Mr. Perlo for his time.

AGENDA REVIEW

Chair Swenson added under New Business: Abatement and Property Tax items; Nominations; Purchase Order for Salt; Continued ARPA Discussion.

Town Administrator Zoltko asked to add to the agenda: Health Insurance Signatures.

NEW BUSINESS

A. Zechariah Boodey Farmstead Committee Reappointments

Cathy Orlowicz, Boodey Farmstead Committee, asked for clarification that the members' status is not affected by the vetting period and they can still vote at a meeting on December 16, 2021. Chair Swenson stated they can still be active participants until current members in hold-over status either are reappointed or are replaced.

Chair Swenson made a motion to nominate Fran Frye to the Boodey Farmstead Committee with a term to expire March 31, 2024. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson made a motion to nominate Scott Drummey to the Boodey Farmstead Committee with a term to expire March 31, 2024. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

B. 2022 Holiday Schedule

The Board reviewed the proposed holiday schedule for Town Hall.

Chair Swenson made a motion to approve the holiday schedule for 2022 as presented at the December 6, 2021 Board of Selectmen meeting. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

C. Tax Collector Audit

The Board reviewed the audit as prepared by Roberts & Greene, PLLC. Chair Swenson noted the document is available at Town Hall for public review. He stated per the audit there were no issues which need to be addressed by management at this time.

Chair Swenson made a motion to accept the Tax Collector Audit Report for the period of January 1, 2021 to December 1, 2021 as prepared by Roberts and Green, PLLC.

Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

D. Warrant Articles

The Board reviewed the draft of proposed Warrant Articles for 2022. Chair Swenson stated the template used was from 2021 but due to special legislative options for that year they will not be able to use it for 2022. He stated many of the wordings in the first draft of the FY22 Warrant will not be appropriate for FY22 but the general information is on budget / CRT / ETF numbers are likely correct. He stated a revised draft will be presented for the December 20, 2021 meeting. Town Administrator Zoltko noted she has not received the Planning Board Warrant Articles for FY22 yet.

Chair Swenson noted there will also be a change to the open positions for the Board of Selectmen which will include a position for a one-year term and a three year term but that will be verified with the Town Clerk.

Chair Swenson stated he did a rough calculation of the tax impact rates for the proposed operations budget article, which come to about \$4.04 per thousand of assessed evaluation; he then outlined the amount from taxation for each article based on current information. This is subject to change once final valuation and DRA input has been received.

E. Police Department – Prosecution Contract

Chair Swenson stated a couple months ago, Police Chief Bernier presented potential changes needed in FY22 with the services they are currently using for prosecution as there could be a change in staffing within Strafford County.

Chief Bernier stated he received information in the last week and he will not be going forward with a different prosecutor but will remain with the current one. Police Chief Bernier stated there will be no change in the amount requested for this budget line. He stated he was assured by the Sherriff that prosecution will still go forward with the remaining towns using the current person as the prosecutor.

Full Time Police Officer

Police Chief Bernier stated they have started the paperwork for the hiring process; there is a chance the individual will be able to get into the January session of the Police Academy. He stated he needs an approved start date from the Board of Selectmen.

Chair Swenson made a motion to have the hire start date for Candidate #1 for the full time police officer position as December 20, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

Part Time Police Officer

Chair Swenson stated there is an opportunity to have a police officer who is familiar with the Town of New Durham, continue in a part time capacity for a period of time. He suggested to keep the same rate of pay as when he was full-time with the police department.

Chair Swenson made a motion to have Officer Valladares to continue in a part time role with the New Durham Police Department with hours as specified by Police Chief Bernier and the same rate of pay as when he was a full-time officer. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson made a motion to have the effective date for Officer Valladares of December 6, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

VI. Other Business

Abatement Requests

The Board reviewed the abatement request for Map 110, Lot 001-28. Chair Swenson stated the contract assessing group held a meeting at the Town Hall on November 18, 2021; at the request of the property owner, the assessor visited the home and determined it needs repairs and made the recommendation to decrease the valuation by \$53,200.

Chair Swenson made a motion to approve the revised assessment in the amount of \$53,200 for Map 110, Lot 001-028 as presented by the contract assessor on November 30, 2021 and discussed by the Board of Selectmen on December 6, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board reviewed a request for a Veteran's Tax Credit for Map 253, Lot 019. Chair Swenson verified the contract assessor / Tax Collector have verified information for tax credit is valid.

Chair Swenson made a motion to approve the taxpayer request for exemption for Veteran's Tax Credit for Map 253, Lot 019 as presented on December 6, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board reviewed a request for solar exemption for Map 252, Lot 058. It was confirmed the contract assessor has reviewed and approved the request.

Chair Swenson made a motion to approve the request for solar exemption for Map 252, Lot 058 as presented to the Board of Selectmen on December 6, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board reviewed a request for solar exemption for Map 253 Lot 028. It was confirmed the contract assessor has reviewed and approved the request.

Chair Swenson made a motion to approve the request for solar exemption for Map 253, Lot 028 as presented to the Board of Selectmen on December 6, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board reviewed purchase order for road salt.

Chair Swenson made a motion to approve purchase order #2781 to Morton Salt of Chicago, IL for the purchase of 200 tons of road salt in the amount of \$14,894. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

Tax Rate Setting / Billing Status Update (Copple Crown Issue)

Chair Swenson stated they are still waiting on the information from Copple Crown Village District although they are working with New Hampshire Department of Revenue Administration to see if there is a way we can move forward with setting the tax rate.

Town Administrator Zoltko stated the discussion with NH DRA was how to set the tax rate without the numbers from Copple Crown; she explained they are going to be in touch later in the week to take the current numbers for a tentative tax rate. She stated the rate could change based off of Copple Crown's numbers; the Board could authorize the Finance Manager to set the rate at a later date with revisions. There is also the option of sending out a projected tax bill but the 30-day due date period would be based off of a corrected rate tax bill. Town Administrator Zoltko stated this could allow the process to be moved forward. She stated the exact projected tax rate bill is not clear at this point. She stated the cost to send out tax bills is about \$1,700 each time.

Town Administrator Zoltko stated she was able to get a rate of 2.48% for the Tax Anticipation Note (TAN); she stated all the information from the Town was submitted to the bank; review by the bank could be completed by the end of the week. She stated it will be like an additional account they can draw out of, there are no prepayment penalties, and the payback time will be on or before March.

Town Administrator Zoltko stated she is meeting tomorrow with a representative from Copple Crown Village district to continue work on helping them obtain correct information to submit to DRA.

Selectman Uyeno asked if it is possible to make up any difference in tax rate at the time of the second billing. Chair Swenson stated NH DRA does not allow it in that fashion.

Norway Plains Deficiency in Document Delivery

Town Administrator Zoltko stated Norway Plains have been contacted but she has not received a response at this time.

Health Insurance

Town Administrator Zoltko stated there will be a meeting tomorrow with the health insurance company for presentation to staff on the new coverage and to give staff the opportunity to ask questions. Town Administrator Zoltko noted signatures are needed by the Board to complete the health insurance company forms. The Board agreed to sign the health insurance documents required to proceed.

CRF / ETF Requests Cont.

Chair Swenson explained the Trustee of the Trust Funds needs some clarifications on prior actions by the Board.

Chair Swenson made a motion to request the Trustee of the Trust Funds to transfer funds in the amount of \$1,984.58 to come from the ETF Computer and Office Maintenance to pay invoice #1866 to ANS Networking for town computer maintenance and to transfer the amount to the Town Treasurer for deposit into the Town's General Fund. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson made a motion to request the Trustee of the Trust Funds to transfer funds in the amount of \$2,254.78 to come from the CRF Vehicle and Equipment Maintenance to pay purchase order #C95384 for grader equipment and to transfer the amount to the Town Treasurer for deposit into the Town's General Fund. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson made a motion to request the Trustee of the Trust Funds to transfer funds in the amount of \$3337.37 to come from the CRF Vehicle and Equipment Maintenance to pay purchase order #C89225 for grader equipment and to transfer the amount to the Town Treasurer for deposit into the Town's General Fund. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

Town Administrator Zoltko presented applications for Notice of Intent to Cut for review by the Board. Chair Swenson stated signatures are needed but no official action is necessary moving forward.

ADJOURN

Selectman Veisel made a motion to adjourn. Chair Swenson seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

The meeting was adjourned 7:37 p.m.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary